

Job Title:	Camp Director	Reports To:	Chief Information and Property Officer
Department/Group:	Outdoor Program/Property	Travel Required:	Up to 50%
Location:	MI – Kalamazoo and Camp Merrie Woode	Status:	Full-time, Non-exempt
Level/Salary Range:	5	Date Posted:	November 20, 2018
To apply please include a cover letter, resume, and employment application. Applications accepted by:			
Subject Line: Camp Director – Kalamazoo E-mail: hr@gshom.org Website: http://www.gshom.org/en/our-council/careers.html Fax: (269) 492-1439		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
<p>POSITION SUMMARY/OBJECTIVE</p> <p>Responsible for the implementation, extension and growth of quality outdoor experiences within the assigned geographic locations to provide campers and volunteers with a safe, comfortable, girl-led environment in which to learn skills that build courage, confidence and character.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ol style="list-style-type: none"> Office will be located in the Kalamazoo Regional Center and Camp Merrie Woode. Design, deliver, and evaluate outdoor experiences that meet the needs and interests of the camp's target populations and ensure their delivery in a safe and quality manner. <ul style="list-style-type: none"> Remain current with information on the developmental needs of youth. Work with the council's evaluation team to continually solicit and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the outdoor program and staff. Assist in the development and implementation of crisis and risk management procedures. Design supervise, and implement programs and activities appropriate to the camper population. Assist Chief Information and Property Officer and Fund Development with the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals. <ul style="list-style-type: none"> Help develop and monitor budget for the camp operations, ensuring that budget targets are met. Actively support, develop and participate in long-term fund raising strategies for the camp program and facilities. Collaborating with the Communications Department and Research and Development department, help design and implement a marketing plan to increase year-round camper attendance and camp usage. <ul style="list-style-type: none"> Develop and implement guest recruitment and retention strategies. Prepare and analyze enrollment trends. 			

5. Implement human resource management practices in collaboration with Human Resources Department to recruit and retain seasonal staff.
 - Recruit staff based on camper enrollment, program management requirements, and budget.
 - Hire, train, supervise, and evaluate full time and seasonal camp staff.
6. Work to ensure the camp property is safe and well-maintained and help identify future property needs.
 - Perform maintenance tasks as necessary to ensure outstanding customer experiences, as ability and time permit.
 - Actively assist in the planning, execution, and budgeting of camp maintenance projects in close partnership with camp maintenance team.
7. Support the Council's membership goal by marketing to non-Girl Scouts, increasing participation in the camp participation pathway. Will create innovative programs and trainings to increase existing Girl Scout member retention.
8. Oversee the daily operation of the summer overnight camp including food service, program, business, camper and staff supervision, and health care.
 - Oversee the management of the food service area through supervision of Camp Cook and review of food service program.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - Oversee the systematic approach to database management for campers, families, alumni, and donors.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
 - Opportunity to live on site during summer season
9. Ensure that standards are being met to maintain state licensing and American Camp Association accreditation.
10. Occasionally lift and/or move up to 50 pounds.
11. Willing to become a member of Girl Scouts of the USA annually.
12. Physical ability to move about the camp property in various environmental conditions.
13. Serve as a positive example for girls and adults by modeling reliability, respect for others, inclusiveness and a positive attitude.
14. Other duties as assigned.

COMPETENCIES

- Customer Focus
- Leadership in Building and Maintaining Effective Teams
- Interpersonal Communication Skills
- Flexibility
- Professionalism
- Technical Capacity
- Organization Skills

TRAVEL

This position requires up to 50% travel. Must have own transportation, valid driver's license with a good record. Chauffeur's license preferred or be willing to obtain it. The ability to travel council wide. Frequent travel within the council to various meeting locations with staff and volunteers and work fundraising events. Travel is primarily during the business day and evening hours. Overnight travel is expected.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience in education, family and children services, outdoor education, non-profit management, parks and recreation, or natural resource management
- Knowledge of Girl Scout program highly desired
- Prior camp management experience preferred
- Experience with creating programs, budgets and timelines
- Demonstrated ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans.

WORK SCHEDULE

- This is a full-time position and will work up to 40 hours per week. May work over scheduled hours depending upon need.
- Most work hours will be Wednesday through Sunday from September to May.
- Will work on site at Camp Merrie Woode from June to September.
- Will work a variable schedule each week depending upon need.
- Position requires candidates to work many evenings and weekends.

WORK ENVIRONMENT

Operates in a professional office environment and at camp. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Ability and willingness to work in various activity areas within camp (archery, climbing wall, waterfront, horses, etc.) in all types of weather from rain, snow, extreme heat and cold.

SUPERVISORY RESPONSIBILITY

This position is responsible to hire and manage all seasonal staff needed for Camp Merrie Woode.

BENEFITS

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applications accepted through January 2, 2019.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____